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# JOB ANNOUNCEMENT

**Job Title:** Special Needs Housing Programs Specialist (Contract Mgmt Specialist III)  
**Hours of Work:** 40 hours per week; Monday-Friday  
**Salary Range:** \$36,814-\$62,692  
**Benefits:** Health insurance, retirement, paid annual and sick leave  
**Other:** Grade 20. *This position is not covered by the State Personnel System.*  
**Work location:** Arizona Department of Housing offices, Phoenix, Arizona

## Position Summary & Responsibilities

Under the direct supervision of the Special Needs Housing Programs Administrator, this position will be responsible for the day to day oversight of a number of state and/or federal funding contracts for programs emphasizing housing assistance to special needs populations, including: Housing Assistance for People with AIDS (HOPWA), Supportive Housing Program, Shelter Plus Care, Homeless Prevention and Rapid Re-housing Program, and some State Housing Trust Fund projects. This position will be responsible for working closely with program grantees (contractors) to help them meet state and federal requirements. Routine oversight duties include drafting and reviewing all contracts, legal documents and processing requests for payment for projects under contract; reviewing correspondence, monitoring documents and close out documentation. This position will provide on-going information and technical assistance to participating entities on the use of funding as well as other technical aspects of securing funding from and complying with program requirements and may require extensive travel statewide in order to attend meetings, workshops, and other opportunities to provide technical assistance to contractors.

## Qualifications

**Knowledge:** Highest qualified candidates would have knowledge of the state and federal funding sources administered by the division including the State Housing Trust Fund, Housing Assistance for People with AIDS (HOPWA), Supportive Housing Program, Shelter Plus Care, Homeless Prevention and Rapid Re-housing Program, and other public financing tools, including federal overlay statutes that must be instituted when utilizing federal resources; state and federal contract management requirements; internal controls and auditing procedures; knowledge of housing and special needs populations and approaches to meeting special needs goals; basic understanding of Housing Quality Standards (HQS); well-rounded knowledge of principles, standards, practices of accounting, finance, contract management; management and business analysis. **Skills:** Management, organization, written and oral communication skills, negotiating and interpersonal skills to resolve problems, analytical skills, public speaking and presentation skills, conflict resolution, considerable computer skills, time management. **Abilities:** Ability to maintain confidentiality, provide leadership, work effectively with superiors, subordinates and groups; outside vendors, governmental agency representatives, and others; analyze data, reports, political conditions, situations, etc., and develop sound recommendations; work independently, establish partnerships and working relationships with a myriad of people; and ability to travel/drive great distances. Prior experience working in state or federal housing and/or special needs programs highly desirable and at least 5 years prior comparable work experience which would allow the candidate to gain a high attainment level in the skills and abilities noted above. Undergraduate degree or above highly desired, but not required.

## About the Department

The Arizona Department of Housing (ADOH) is a state agency that is charged with promoting housing and community development opportunities in Arizona and operates many state and federally funded programs, including: CDBG, HOME Investment Partnership Program, State Housing Trust Fund, Low-Income Housing Tax Credit Program, Housing

Opportunities for Persons with AIDS (HOPWA), Shelter Plus Care, and the Supportive Housing Program. As well, ADOH oversees the activities of the Arizona Housing Finance Authority and the Arizona Housing Commission.

**This position will remain open until filled**

Interested candidates must submit a resume, list of references and letter of interest to: Lori Moreno, HR Administrator, Arizona Department of Housing, 1110 W. Washington, Suite 310, Phoenix, AZ 85007. NO PHONE CALLS. The State of Arizona is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter of interest.